



LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY
MIKE STRAIN DVM, COMMISSIONER

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PROPERTY TRANSFER

INSTRUCTIONS: Each item of moveable property owned by the Department should have a property tag assigned (160, 190, LDAF). This form is to be used whenever an item is moved from one location to another. When transferring equipment only, the top part of this form should be completed. If the vehicle transfer includes equipment (toolbox, mobile radio, campershell, ladder rack, etc.) the top AND bottom parts must be completed.

EQUIPMENT REASSIGNMENT

PROPERTY TAG #1

ITEM #1

PROPERTY TAG #2

ITEM #2

CURRENT ASSIGNMENT (FROM)

(Employee Name)

TRANSFERRED BY

(Signature Required)

DATE

NEW LOCATION

(Office or Section or Physical Site)

ASSIGNED TO

(Print Employee Name)

LOC.

RM / UNIT #

THE FOLLOWING SIGNATURE CERTIFIES THAT THE ABOVE-NAMED EMPLOYEE HAS ASSUMED POSSESSION OF THIS EQUIPMENT AND RESPONSIBILITY FOR ITS OPERATION AND UPKEEP, AS WELL AS ACCOUNTABILITY FOR INVENTORY PURPOSES. IT IS UNDERSTOOD THAT STATE-OWNED PROPERTY IS FOR OFFICIAL USE ONLY.

RECEIVED BY

(Signature Required)

DATE

VEHICLE REASSIGNMENT

UNIT NUMBER

Year

Make

Model

Type

CURRENT DRIVER (FROM)

TRANSFERRED BY

(Signature Required)

DATE

IF THIS UNIT HAS OPTIONAL EQUIPMENT THAT IS ALSO BEING TRANSFERRED (toolbox, mobile radio, campershell, ladder rack, etc.) THE TOP PORTION OF THIS TRANSFER MUST BE COMPLETED AS WELL.

PLEASE INCLUDE KEYS, FUEL CARD & CURRENT VEHICLE LOG WITH VEHICLE TRANSFER!

NEW DRIVER (TO)

OVERNIGHT STREET ADDRESS

CITY

DRIVER DIVISION/SECTION

COST CENTER

OFFICE LOCATION WHERE EMPLOYEE TURNS IN VEHICLE LOG

THE FOLLOWING SIGNATURE CERTIFIES THAT THE ABOVE-NAMED EMPLOYEE HAS ASSUMED POSSESSION OF THIS VEHICLE AND RESPONSIBILITY FOR ITS OPERATION AND UPKEEP, AS WELL AS ACCOUNTABILITY FOR INVENTORY PURPOSES. IT IS UNDERSTOOD THAT STATE-OWNED PROPERTY IS FOR OFFICIAL USE ONLY.

RECEIVED BY

(Signature Required)

DATE